

Contestant Number: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_



# LEGAL OFFICE PROCEDURES (245)

## REGIONAL 2022

### OBJECTIVE:

Multiple Choice (30 @ 3 points each) \_\_\_\_\_ (90 points)

### PRODUCTION:

Job 1: Affidavit \_\_\_\_\_ (100 points)

TOTAL POINTS \_\_\_\_\_ (190 points)

**Test Time: 60 minutes**

### GENERAL GUIDELINES:

*Failure to adhere to any of the following rules will result in disqualification:*

1. Contestant must hand in this test booklet and all printouts if any. Failure to do so will result in disqualification.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

### EXAM GUIDELINES:

1. Ensure this test booklet contains 30 multiple choice questions and Job 1.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.

<i>Example:</i>
99-9999-9999 Job 1

6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your job.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

## OBJECTIVE

**Directions:** Select the letter of the answer that *best* answers the question or completes/describes the statement.

1. What is the process called in which a judge orders the jury to stay separated from the public and from any outside information that could influence the case?
  - A. Jury lock-down
  - B. Sequestering the jury
  - C. Jury injunction
  - D. Jury indictment
2. What term describes representing oneself rather than hiring an attorney?
  - A. Pro se
  - B. Pro tem
  - C. Personal representation
  - D. Client discretion
3. Property damage, theft, and murder are handled in the field of law called \_\_\_\_\_.
  - A. corporate law
  - B. violence law
  - C. criminal law
  - D. felony law
4. Many of the terms used in the legal field originate from the \_\_\_\_\_ language.
  - A. German
  - B. Latin
  - C. Italian
  - D. Japanese
5. An intentional or unintentional wrongful act that causes physical, emotional, or financial harm to another person is known as a \_\_\_\_\_.
  - A. tort
  - B. defamation
  - C. judgement
  - D. trespass
6. A person who brings a lawsuit is called the \_\_\_\_\_.
  - A. defendant
  - B. respondent
  - C. plaintiff
  - D. stenographer
7. On a legal document, a caption is \_\_\_\_\_.
  - A. A cause of action
  - B. The summary
  - C. A header or footer
  - D. The heading

8. Items used as evidence in a trial are called \_\_\_\_\_.
  - A. arguments
  - B. amicus curiae
  - C. exhibits
  - D. evidentiary proof
  
9. A(n) \_\_\_\_\_ occurs when a jury cannot reach a unanimous verdict.
  - A. hung jury
  - B. grand jury
  - C. indecision
  - D. appeal
  
10. The criminal act of deliberately setting fire to property is called \_\_\_\_\_.
  - A. larceny
  - B. embezzlement
  - C. forgery
  - D. arson
  
11. A defendant is sometimes required to provide an assurance that he or she will appear in court. This security is known as \_\_\_\_\_.
  - A. compensation
  - B. earned security
  - C. bail
  - D. a bribe
  
12. The first ten amendments to the Constitution of the United States are known as the \_\_\_\_\_.
  - A. Bill of Rights
  - B. Preemption doctrine
  - C. Supremacy clause
  - D. Magna Carta
  
13. The \_\_\_\_\_ branch of the U.S. Government is primarily responsible for enforcing laws.
  - A. Enforcement
  - B. Executive
  - C. Judicial
  - D. Legislative
  
14. What does OSHA stand for?
  - A. Occupational Safety and Health Administration
  - B. Online Security and Haven Administration
  - C. Over Seas Harassment Access
  - D. None of the above

15. A city newspaper wrote an article about a local business falsely calling the owner a drunk. This act is known as \_\_\_\_\_.
- A. slander
  - B. conversion
  - C. gossip
  - D. libel
16. The failure to do something that a reasonable person would do in the same circumstances is known as \_\_\_\_\_,
- A. ignorance
  - B. negligence
  - C. assumption
  - D. candor
17. The exclusive right to manufacture a new and useful device is known as \_\_\_\_\_.
- A. copyright
  - B. service mark
  - C. trademark
  - D. patent
18. In order to protect an original writing, an author might obtain a \_\_\_\_\_.
- A. patent
  - B. generic name
  - C. copyright
  - D. collective mark
19. All that a person owns at death is considered \_\_\_\_\_.
- A. personal property
  - B. real property
  - C. decedent's estate
  - D. community property
20. The method by which the boundaries of land are determined is called \_\_\_\_\_.
- A. mortgage
  - B. clear title
  - C. foreclosure
  - D. survey
21. When a couple is divorced, court-ordered payments from one partner to another are called \_\_\_\_\_.
- A. alimony
  - B. child support
  - C. palimony
  - D. curtesy

22. An attorney who represents a client free of charge is providing a service on a \_\_\_\_\_ basis.
- A. Pro se
  - B. Pro bono publico
  - C. Pro choice
  - D. Pro tempore
23. The preliminary fee paid to an attorney is known as a(n) \_\_\_\_\_.
- A. retainer
  - B. reserve
  - C. commission
  - D. escrow
24. Legal matters pertaining to \_\_\_\_\_ fall under the branch known as commercial law.
- A. farmers
  - B. food service workers
  - C. merchants
  - D. schools
25. In a civil action, the \_\_\_\_\_ is the final determination made by a court.
- A. repossession
  - B. perfection of a security interest
  - C. writ of execution
  - D. judgment
26. The common term for a person who is in debt and may not be able to pay those debts is \_\_\_\_\_.
- A. impoverished
  - B. debtor
  - C. broke
  - D. cleaned out
27. When one or both partners in a business partnership chooses to separate from each other, this is known as \_\_\_\_\_ of the partnership.
- A. dissolution
  - B. divorce
  - C. simple break up
  - D. disabling
28. The best way to send legal documents is \_\_\_\_\_.
- A. certified mail
  - B. first class mail
  - C. hand deliver
  - D. email

29. Laws enacted by state legislatures or federal legislatures are \_\_\_\_\_.
- A. decided by the judge
  - B. rules
  - C. property
  - D. statutes
30. A legal office assistant is commonly responsible for all of the following except \_\_\_\_\_.
- A. providing a fee schedule to new clients
  - B. searching for information pertaining to a case
  - C. giving legal advice
  - D. notarizing documents

## PRODUCTION

**Directions:** *Your role in the production part of this test is to key a sworn statement using the information below.*

Job 1: AFFIDAVIT

Statement made by: Michael Crews

County: Onslow

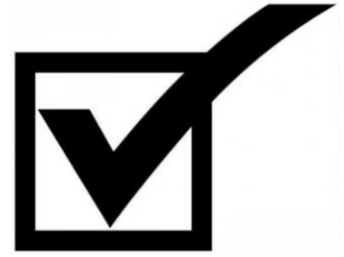
State: North Carolina

**Be sure to follow the contest and format guidelines in the WSAP, the BPA Style & Reference Manual, and the General Instructions provided with this event.**

1. On Friday, January 1, 2021, at approximately 12:20 a.m., I witnessed Mr. Douglas Penrod using a weapon to demand cigarettes and lottery tickets from the store clerk at Huck's Convenience. The weapon appeared to be a switchblade that Mr. Penrod took from his pocket upon entering the door. I saw this incident occur as I finished pumping gas, so I returned to my vehicle to watch. The store clerk ducked behind the counter and then stood back up when Mr. Penrod started to jump over the counter. The two fought for a short time when Mr. Penrod crawled back over the counter and limped outside to his car. He drove away turning left out of the parking lot.
2. I went inside to help the clerk who was not hurt. The knife was in a corner on the floor with blood on it, and we decided to leave it there for the police.



**BUSINESS  
PROFESSIONALS**  
of **AMERICA**  
Giving Purpose to Potential



# **LEGAL OFFICE PROCEDURES**

## **(245)**

## **REGIONAL 2022**

**OBJECTIVE:**

Multiple Choice (30 @ 3 points each) \_\_\_\_\_ (90 points)

**PRODUCTION:**

Job 1: Affidavit \_\_\_\_\_ (100 points)

**TOTAL POINTS** \_\_\_\_\_ (190 points)

**Test Time: 60 minutes**



**OBJECTIVE**

- |       |       |
|-------|-------|
| 1. B  | 16. B |
| 2. A  | 17. D |
| 3. C  | 18. C |
| 4. B  | 19. C |
| 5. A  | 20. D |
| 6. C  | 21. A |
| 7. D  | 22. B |
| 8. C  | 23. A |
| 9. A  | 24. C |
| 10. D | 25. D |
| 11. C | 26. B |
| 12. A | 27. A |
| 13. B | 28. A |
| 14. A | 29. D |
| 15. D | 30. C |

**PRODUCTION**

**Directions:** *Your role in the production part of this test is to key a sworn statement using the information below.*

Job 1: AFFIDAVIT

Statement made by: Michael Crews

County: Onslow

State: North Carolina

**Be sure to follow the contest and format guidelines in the WSAP, the BPA Style & Reference Manual, and the General Instructions provided with this event.**

**STATE OF NORTH CAROLINA**

**COUNTY OF ONSLOW**

**AFFIDAVIT**

I, Michael Crews, upon oath, state as follows:

1. On Friday, January 1, 2021, at approximately 12:20 a.m., I witnessed Mr. Douglas Penrod using a weapon to demand cigarettes and lottery tickets from the store clerk at Huck's Convenience. The weapon appeared to be a switchblade that Mr. Penrod took from his pocket upon entering the door. I saw this incident occur as I finished pumping gas, so I returned to my vehicle to watch. The store clerk ducked behind the counter and then stood back up when Mr. Penrod started to jump over the counter. The two fought for a short time when Mr. Penrod crawled back over the counter and limped outside to his car. He drove away turning left out of the parking lot.

2. I went inside to help the clerk who was not hurt. The knife was in a corner on the floor with blood on it, and we decided to leave it there for the police.

\_\_\_\_\_  
Michael Crews

WITNESS my hand and official seal in the County and State aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public